



LAKELAND
SENIOR HIGH SCHOOL

Student Name _____

Year _____

Please return to the Front Office

Technology and Online Services Booklet 2021



Technology and Online Services

Dear Parents/Guardians,

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum. I am writing to seek approval for your child to be given access to these online services.

The Department's online services currently provide students with access to:

- individual email and calendar accounts;
- the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- online teaching and learning services such as Connect, web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

If you agree to your child using these online services, please sign the Acceptable Use Agreement form and complete the **permission slip attached to this letter**.

Please explain the content of the Acceptable Use Agreement to your child before the permission slip is signed. **Both forms should be returned** to school so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored.

Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. (www.foi.wa.gov.au) You should also be aware that general internet browsing not conducted via the Department's network is not monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can found on the Office of the E-Safety Commissioner website (www.esafety.gov.au/iparent).

Lakeland Senior High School teachers make decisions about the best technology to meet the needs of our students and curriculum delivery. A third Party Service Provider is defined as any application that is Cloud Based; any application(s) that may require personal information to be entered before a login is provided. Information that may be required is Name, Gender, Birthdate

etc. Please note that students are asked to use their Education Department Email for Third Party Providers they are asked to sign up to.

The use of any Third Party Service Provider is now given a rating based on the risk associated with data transmitted, the location of the data, what personal information is required and the Terms of Use and Privacy Policy.

For those that are categorized as minimal risk; we will notify you of the services that we use in the school.

For Third Party Service Providers that are Low risk, we will bundle these together on one form and asked for signed consent to use these applications with your child/ren.

For Third Party Service Providers that are deemed as Medium Risk; this rating means there are some security and or/privacy risks identified with the service, explicit consent will be asked from Parents/Guardians.

Any High Risk Services as deemed by the Department of Education will not be used at Lakeland Senior High School.

Should you have any questions about Third Party Service Providers, please do not hesitate to ask.

Yours sincerely,

Catherine Baron

Principal
April 2021

NOTIFICATION TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES (Notification required)

Technology and Computer Online Applications

Third Party Service Providers (Appendix G)

The following third party services are being used in our school.

Please contact the school if you have any queries.

NAME OF SERVICE	TYPE OF SERVICE	WHAT DO I NEED TO KNOW	FURTHER INFORMATION
Parent teacher Online https://parentteacheronline.com.au	Online Bookings	<p>Information provided: Student name, school, class details, school year, parent email and parent name.</p> <p>How the information is used: Online parent teacher interview booking platform.</p> <p>Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>http://www.parentteacheronline.com.au/terms-and-conditions</p> <p>https://parentteacheronline.com.au/privacy-policy</p>
Academy Attendance Management System http://academyeducationolutions.com.au	Library Management System	<p>Information provided: Student name, student email, date of birth, address, phone number, school, class details, school year, attendance, behaviour, profile or other photos, gender, medical or health, biometric information, grades or performance, parent mobile numbers, email addresses and parent letters.</p> <p>How the information is used: Enables the school to use simple electronic tools to manage student attendance.</p> <p>Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>Nil policies for software organisation.</p> <p>Review School and Department policies for data storage, security and use.</p>
Academy Student Behaviour and Wellbeing Module http://academyeducationolutions.com.au	School Management System	<p>Information provided: Student name, student email, date of birth, address, phone number, school, class details, school year, attendance, behaviour, profile or other photos, gender, medical or health, biometric information, grades or performance, parent mobile numbers, email addresses and parent letters.</p> <p>How the information is used: Provides an electronic system with simple to use tools for recording positive and negative events throughout the school day. This system enables notes to added on student wellbeing profiles, home visits, parent meetings etc.</p> <p>Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>Nil policies for software organisation.</p> <p>Review School and Department policies for data storage, security and use.</p>
Stile	References & Resources	<p>Information provided: Student name (optional), student email (optional), school, class details, student work, attendance (optional),</p>	<p>Terms of Use / Privacy Policy</p>

https://stileeducation.com	Interactive Science	<p>grades or performance (optional) and videos (optional).</p> <p>How the information is used: This service provides science lessons for use in year 7-10 classrooms.</p> <p>Where the information is stored: Within Australia</p>	<p>https://stileeducation.com/privacy</p> <p>https://stileeducation.com/security</p>
<p>Subject Selection Online</p> <p>https://www.subjectselectiononline.com.au</p>	School Management	<p>Information provided: Student name, student email, school, class details, school year and grades or performance.</p> <p>How the information is used: Students are able to complete subject selection online.</p> <p>Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://www.subjectselectiononline.com.au/privacy-policy</p> <p>https://www.subjectselectiononline.com.au/terms-and-conditions</p>
<p>Monitor WA</p> <p>https://www.monitorwa.com.au</p>	SmartRider Card Management	<p>Information provided: Student name, date of birth, school, profile or other photos.</p> <p>How the information is used: SmartRider card ordering with optional canteen payments.</p> <p>Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>N/A</p>
<p>Cars And Stars Online Reporting Tool</p> <p>https://www.hbe.com.au/series-cars-and-stars/online-reporting-tool.html</p> <p>https://www.hbe.com.au/series-cars-and-stars/about.html</p>	Literacy Teaching and Learning	<p>Information provided: Student name, student email, address, phone number, school, class details, school year, profile or other photos, gender, geolocation/GPS and grades or performance.</p> <p>How the information is used: To gather data through a research-proven diagnostic tool and based on the results implement the recommended instructional reading comprehension program.</p> <p>Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://www.hb-digital.com.au/terms-conditions</p> <p>https://www.hb-digital.com.au/privacy-policy</p>
<p>Passtab</p> <p>https://passtab.com</p>	Student and visitor management system	<p>Information provided: Student name, student email, date of birth, school, class details, school year, attendance (late arrivals and early leavers), profile or other photos (visitor option) and medical or health (sick bay visits option).</p> <p>How the information is used: This is a visitor and student management system.</p> <p>Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://passtab.com/privacy.html</p>

REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES (Bundled consent required)

The following third party services are being used in our school. These services require us to share some personal information about your child and **require you to provide consent** for each service before we do so. Please contact the school if you have any queries.

NAME OF SERVICE	TYPE OF SERVICE	WHAT DO I NEED TO KNOW	FURTHER INFORMATION
<p>Education Perfect</p> <p>https://www.educationperfect.com</p>	<p>Teaching and learning</p> <p>References and resources</p>	<p>Information provided:</p> <p>Student name, student email, school, phone number, class details, school year, student work, grades or performance and videos.</p> <p>How the information is used:</p> <p>Enables students to access an online learning and assessment platform with differentiated learning experiences. There is the option to enrol in world series competitions against other students.</p> <p>Where the information is stored:</p> <p>Within Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_standard_terms_and_conditions_2018-07-26.pdf</p> <p>https://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_terms_of_use_2018-07-26.pdf</p> <p>https://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_privacy_policy_2018-08-13.pdf</p>
<p>G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger).</p> <p>https://edu.google.com/intl/en_au/products/gsuite-for-education</p>	<p>Productivity tools</p> <p>References & Resources</p>	<p>Information provided:</p> <p>Student name, student email, student work, profile or other photos (optional) and videos (if users decide to store videos in Google drive).</p> <p>How the information is used:</p> <p>G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger).</p> <p>Where the information is stored:</p> <p>Outside Australia but certified by Australian Signals Directory</p>	<p>Terms of Use / Privacy Policy</p> <p>https://gsuite.google.com/terms/education_terms.html?_ga=2.174740843.-875381896.1565147460</p> <p>https://gsuite.google.com/intl/en/terms/education_privacy.html</p> <p>https://edu.google.com/intl/en_au/why-google/privacy-security</p> <p>If using 'Additional Services' the below apply</p> <p>https://gsuite.google.com/intl/en/terms/additional_services.html AND</p> <p>https://policies.google.com/terms</p>

<p>Smiling Mind</p> <p>https://www.smilingmind.com.au</p>	<p>Mental Health</p>	<p>Information provided: Student name, student email, date of birth, school, class details, school year, behaviour and gender.</p> <p>How the information is used: This is a mindfulness meditation to assist in good mental health practices.</p> <p>Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://www.smilingmind.com.au/privacy-policy</p> <p>https://www.smilingmind.com.au/collection-notice</p>
<p>Book Creator</p> <p>https://bookcreator.com</p>	<p>Home Economics Teaching and Learning</p>	<p>Information provided: Staff/teacher: name and email Student: name, email, work/content, photos or videos and other data)</p> <p>How the information is used: Tool used for creating digital books</p> <p>Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://bookcreator.com/terms-of-service</p> <p>https://bookcreator.com/pp-row</p>
<p>Grok Learning</p> <p>https://groklearning.com</p>	<p>Business/IT Teaching and Learning</p>	<p>Information provided: Staff/teacher: name, email and other data Student: name, email, gender and other data</p> <p>How the information is used: Online programming platform.</p> <p>Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://groklearning.com/policies/terms</p> <p>https://groklearning.com/policies/privacy</p> <p>https://groklearning.com/policies/security</p>
<p>Adobe Creative Cloud for Education</p> <p>https://www.adobe.com/au/creativecloud/buy/education.html</p>	<p>Teaching and Learning</p>	<p>Information provided: Staff/teacher: name and email Student: name and email Parent: name and contact information</p> <p>How the information is used: Includes Creative Cloud “All Apps” Education K-12 2020</p> <p>Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://www.adobe.com/au/privacy-policy.html</p> <p>https://www.adobe.com/au/legal/terms.html</p>

<p>Name Mathspace for Schools https://mathspace.co/au</p>	<p>Category Mathematics Teaching and Learning</p>	<p>Information provided: Student username, student password, student name, student email, school name, class details, student work/content, geolocation (country only), grades or performance, parent name and parent email.</p> <p>How the information is used: Enables students to participate in viewing instructional videos and practice examples to assist in the development of mathematical concepts.</p> <p>Where the information is stored: Outside Australia but certified by Australian Signals Directory</p>	<p>Terms of Use / Privacy Policy https://mathspace.co/terms-of-use https://mathspace.co/au/privacy-policy</p>
<p>Name Code.org https://code.org</p>	<p>Category Teaching and Learning</p>	<p>Information provided: Staff/teacher: name, email Student: name, email, work/content, photos or videos, gender, other Other data: school, class details, school year, student username</p> <p>How the information is used: Coding, Scripting, Programming; Online learning, Online courses.</p> <p>Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://code.org/tos</p>
<p>Name Gamefroot https://www.gamefroot.com</p>	<p>Category Coding</p>	<p>Student name, student email, School name, class details, Student work/content and grades or performance.</p> <p>How the information is used: Enables students to participate in coding activities to build games.</p> <p>Where the information is stored: Outside Australia but certified by Australian Signals Directory</p>	<p>Terms of Use / Privacy Policy https://gamefroot.com/terms-and-conditions https://gamefroot.com/privacy-policy</p>
<p>Academy Photography https://www.academyphoto.com.au</p>	<p>School Photography</p>	<p>Information provided: Staff/teacher: name, email Student: email, work/content Parent: name, contact information Other data: school</p> <p>How the information is used: Write code, access content, configure boards and share projects.</p>	<p>https://www.academyphoto.com.au/privacy</p>

		<p>Where the information is stored: Outside Australia</p>	
<p>Arduino Create https://www.arduino.cc/en/main/create</p>	<p>Teaching and Learning References & Resources</p>	<p>Information provided: Staff/teacher: name, email Student: name, email, student work. Other data: school, class details, school year, student username</p> <p>How the information is used: Game-based learning resource designed to help educators teach maths and coding.</p> <p>Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://www.arduino.cc/en/privacy-policy https://www.arduino.cc/en/terms-conditions</p>
<p>MangaHigh https://www.mangahigh.com/en-au</p>	<p>Teaching and Learning</p>	<p>Information provided: Staff/teacher: name, email Student: name, email, work/content, photos or videos, grades or performance data. Other data: school, class details, school year, student username</p> <p>How the information is used: Includes Apple School Manager, pre-loaded applications and additional modules on a Managed Apple ID.</p> <p>Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://app.mangahigh.com/en-au/about/termsandconditions https://app.mangahigh.com/en-au/about/termsandconditions#privacy-policy</p>
<p>Apple https://www.apple.com/au</p>	<p>Teaching and Learning</p>	<p>Information provided: Staff/teacher: name, email Student: name, work/content</p> <p>How the information is used: Build 3D creations, animate them with code and explore them in Virtual or Augmented Reality.</p> <p>Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://www.apple.com/au/privacy https://school.apple.com</p>

<p>CoSpaces Edu https://cospaces.io/edu</p>	<p>Teaching and Learning</p>	<p>Information provided: Staff/teacher: name, email, other data) Parent: other data How the information is used: 3D modelling program. Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://cospaces.io/edu/privacy-policy.html https://cospaces.io/edu/student-data-safety.pdf https://cospaces.io/edu/terms-of-use.html</p>
<p>Tinkercad https://www.tinkercad.com</p>	<p>Teaching and Learning References & Resources</p>	<p>Information provided: Student name, school, student email, student password, class details, student work and student performance. How the information is used: Provides students with access to online maths learning tool and online maths competitions. Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://tinkercad.zendesk.com/hc/en-us/articles/360011519353-Tinkercad-Privacy-FAQ https://www.autodesk.com/company/terms-of-use/en/general-terms</p>
<p>Mathletics https://www.mathletics.com/au</p>	<p>Mathematics Teaching and learning</p>	<p>Information provided: Staff/teacher: name, email Student: name, email, work/content How the information is used: OLNA preparation and practise Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy http://www.3plearning.com/privacy https://www.3plearning.com/terms</p>
<p>OLNA WA https://olnawa.com.au</p>	<p>Teaching and Learning</p>	<p>Information provided: Staff/teacher: name, email Student: name, email, attendance, behaviour, photos or videos, gender, grades or performance data, other data Other data: school How the information is used: Classroom seating chart generator. Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://olnawa.com.au/privacy-policy https://olnawa.com.au/terms-conditions</p>

Mega Seating Plan https://www.megaseatingplan.com	Insert categories e.g. Teaching and Learning References & Resources		Terms of Use / Privacy Policy https://www.megaseatingplan.com/privacy https://www.megaseatingplan.com/terms
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I consent to my child's information being provided, if required, to each of the above service providers until the end of his/her schooling at Lakeland Senior High School.

Parent/Guardian Name:	Student Name:
Date:	Student Year Level:
Signed:	

REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES (Explicit consent required)

The following third party services are being used in our school. These services have been deemed as Medium Risk; this rating means that there are some security/privacy risks identified with the service as they require us to share some personal information about your child and **require you to provide consent for each service** before we do so. Please contact the school if you have any queries.

For each service, please mark an X with your Consent choice

Eg. X Consent **or** X Do not consent

NAME OF SERVICE	TYPE OF SERVICE	WHAT DO I NEED TO KNOW	FURTHER INFORMATION	CONSENT
Flat for Education https://www.flat.io	Music Teaching and Learning	<p>Information provided: Student name (optional), student email (optional), school name, school year (optional), class details (optional), student work/content and grades or Performance (optional).</p> <p>How the information is used: It is used in a cloud-based music learning platform aimed at supporting music teachers and students in the classroom.</p> <p>Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://flat.io/help/en/policies/terms-of-service-business.html</p> <p>https://flat.io/help/en/policies/terms-of-service-education.html</p> <p>https://flat.io/help/en/policies/privacy-policy.html</p>	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Claro Software https://www.clarosoftware.com	Assistive technology References and Resources	<p>Information provided: Username and password, name, email, address and student attendance.</p> <p>How the information is used: Enables students to log in or download applications to use software for people with disabilities such as print and reading difficulties like dyslexia, to help them achieve all they can.</p> <p>Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://www.clarosoftware.com/legal</p> <p>https://www.clarosoftware.com/legal/#privacy</p>	<p>Consent Status</p> <input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent

<p>StudyLadder https://www.studyladder.com.au</p>	<p>Teaching and Learning</p>	<p>Information provided: Staff/teacher: name, email and other data Student: name, gender and grades or performance data Parent: name and contact information How the information is used: Online educational activities. Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://www.studyladder.com.au/about/privacy https://www.studyladder.com.au/about/terms</p>	<p>Consent Status</p> <p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Do not Consent</p>
<p>ReadTheory https://readtheory.org</p>	<p>Teaching and Learning</p>	<p>Information provided: Staff/teacher: name and email Student: name, email and work/content Parent: name and contact information How the information is used: Reading comprehension and writing exercises. Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://readtheory.org/privacy-policy https://readtheory.org/terms-and-conditions</p>	<p>Consent Status</p> <p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Do not Consent</p>
<p>canva https://www.canva.com/education</p>	<p>Teaching and Learning</p>	<p>Staff/teacher: name, email Student: name, email, work/content, photos or videos Other data: school How the information is used: Creative design and presentation tools. Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://about.canva.com/terms-of-use</p>	<p>Consent Status</p> <p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Do not Consent</p>
<p>Soundtrap https://www.soundtrap.com/edu</p>	<p>Teaching and Learning</p>	<p>Staff/teacher: name, email, other data Student: name, email, work/content, photos or videos Parent: name, contact information, financial data, other data (list if provided) How the information is used:</p>	<p>Terms of Use / Privacy Policy https://www.soundtrap.com/legal/privacy/edu https://www.soundtrap.com/legal/terms/creator/world</p>	<p>Consent Status</p> <p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Do not Consent</p>

		Creative sound recording. Where the information is stored: Outside Australia		
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Parent/Guardian Name:	Student Name:
Date:	Student Year Level:
Signed:	

ACADEMY BIOMETRIC SYSTEM

The Academy Attendance System is now used by many schools and offers schools and parents a more efficient and accurate attendance system.

The system makes use of a new technology which is biometric recognition. To implement the biometric system each student provides a portion of a finger image into the computer. The computer generates a mathematical algorithm to identify each student. It is not a thumbprint in the traditional sense. The student identifier is not useful for any other purpose and is securely kept in the computer. The data is not released to any third party and is deleted when a student leaves the school.

This system will only be used in the front office and school library. The biometric system will be very useful in those areas as they often have long lines of students waiting for processing e.g. late students, students out of class to see staff in Administration and Student Services. The biometric system will be very quick and students will no longer be delayed in returning to their usual class. It will also more accurately record the student's whereabouts and reduce the number of errors associated with manual recording.

This initiative is aimed at supporting parents through a more accurate and efficient attendance system. If any parent has objections or concerns, they may choose to opt out of the system.

